

**TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
June 8, 2015**

MEETING OPENED: 4:10 pm

PRESENT: Louise A. Gearty, Chairman; Linda Brabant; John Deputat, Vice Chairman;
Marc DiFruscia, Treasurer; Robert Demers, State Appointee
Melissa Maniscalco, Executive Director

ABSENT: None

*Annual Meeting of the Authority, the first order of business
election of officers.*

Election of Officers

1. Motion by Linda Brabant, seconded by John Deputat, unanimously voted to nominate Louise A. Gearty for the Office of Chairman, and upon motion duly made and seconded and adopted, the Nominations were closed. **After a vote was taken, Louise A. Gearty was declared to be elected to the office of Chairman.**
2. Motion by Linda Brabant, seconded by Bob Demers, unanimously voted to nominate John Deputat for the Office of Vice Chairman, and upon motion duly made and seconded and adopted, the Nominations were closed. **After a vote was taken, John Deputat was declared to be elected to the office of Vice Chairman.**
3. Motion by John Deputat, seconded by Louise Gearty, unanimously voted to nominate Bob Demers for the Office of Treasurer, and upon motion duly made and seconded and adopted, the Nominations were closed. **After a vote was taken, Bob Demers was declared to be elected to the office of Treasurer.**
4. Motion by Linda Brabant, seconded by John Deputat, unanimously voted to nominate Marc DiFruscia for the Office of Assistant Treasurer, and upon motion duly made and seconded and adopted, the Nominations were closed. **After a vote was taken, Marc DiFruscia was declared to be elected to the office of Assistant Treasurer.**

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5. Motion by Linda Brabant, seconded by Louise Gearty, to approve the minutes of May 11, 2015 as presented. **Upon roll-call the motion passed by a vote of 4-0.**
 6. Motion by Linda Brabant, seconded by Bob Demers, **unanimously voted to authorize and approve bills for June 2015.**
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- a) DHCD released notice 2015-5-June, 2015-15. 2015-5-June is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2015-15 is a notice looking for a request for responses for the Regional Capital Assistance Team (RCAT) Program in accordance with the new public Housing Law. The request is for any housing authority that wishes to apply to be chosen as one of the three regional host housing authority's in Massachusetts.
 - b) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/15 to 4/30/15. She explained that both the labor and contract costs are over budget. This is primarily due to snow removal costs. DHCD has provided a budget exemption of \$13,900.00 for the state-aided units. This will level off that line item. The Federal budget is being watched and should level off in time.
 - c) The Director presented the MassNAHRO Newsletter for June. The newsletter provided updates to the annual conference held in May. It also stated that the state senate did not adopt an amendment that would have provided \$1 million in FY16 for local costs associated with the implementation of the new Public Housing Law. On the other hand the house budget for FY16 does include \$500,000 for those costs.
 - d) The director informed the board of unit vacancies. Units 13DD, 42SC, 46 & 48CD are currently vacant. Tenants are lined up for 13DD, 46CD & 48CD. The tenants from 3CD will be moving into 13DD so that unit will be vacant in the next week or so. The tenant coordinator is currently working on lining up a new tenant for 42SC. The office was also notified that 32SC and 55CD will be vacated on June 30th.
 - e) There will be no July meeting due to a vacation conflict with the director. The board agreed to have the August board meeting on the 10th as scheduled unless a special meeting is required.
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7. Motion by Marc DiFruscia, seconded by Linda Brabant to approve to skip July's meeting and hold the August meeting on 10th as scheduled. **Upon roll-call the motion passed by a vote of 5-0.**

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f) The director informed the board that the 705 low flow toilet and showerhead replacement project is scheduled to start this Wednesday. It is expected to be completed in two days. The contractor, Byors & Sons Mechanical of Marblehead, MA have done the same project at two other housing authorities.

g) The authority signed on with a third party supplier for electricity back in December of 2013. The director put together a spreadsheet showing the total savings to the authority for each development as a result in signing with the supplier. The total savings from December 1, 2013 to May 1, 2015 is \$12,982.34.

h) In the last year Net Metering has been made available to local housing authorities. It is a program where a local solar energy supplier will offer the authority to buy net meter credits based on a percentage of the average KWh used per year. The credits are purchased at a lower rate than what they are worth and in turn those credits are applied to the authority's electric bill. The savings can be tremendous for the authority over time but the contract is only available for a 20 year term. The contract is approved by both DHCD and the Inspector General. After doing research and speaking to several different solar suppliers as well as other housing authority directors, the director would like to enter into a 20 year contract with Lodestar Energy with a Net Meter credit rate of .1991 per kWh with a cost of .1099 per credit to the authority with the approval of DHCD. It is expected that the authority would save over \$2 million during the span of the contract. Lodestar has signed on with several other housing authority's using the same contract with DHCD's approval.

8. A motion was made by Linda Brabant, seconded by Marc DiFruscia to enter into a 20 year contract with Lodestar Energy upon DHCD approval of the contract. **Upon Roll-call the motion passed by a vote of 4-1.**

i) There was a meeting with the director, THA fee accountant, Rich Conlon and Elder Services accountant, Jim Mahoney in regards to the Villa at Meadowview. The THA had originally hired the staff for the Villa property as employees of the Villa at Meadowview. It was found during the meeting that this could not be done due to liability on the sponsor, Elder Services, and in fact they should all be employees of the THA per the Management Agreement between Elder Services and the THA. After speaking with the THA fee accountant the director would like to hire Corinne Delany for 20hrs and Lorraine Maniscalco for 12hrs (with direct supervision from Corrine Delaney to avoid conflict of interest) and reduce Jim Lessard from 40hrs down to 35hrs per week effective July 1, 2015. By reducing Jim's hours it will help offset and reduce the cost the THA pays for benefits for Jim to be in the retirement system and keep the THA budget on track for the long term.

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9. A motion was made by Marc DiFruscia, seconded by John Deputat to approve to hire the current Villa staff as THA staff with Lorraine Maniscalco receiving direct supervision from Corinne Delaney and reducing Jim Lessards hours to 35hrs per week. **Upon Roll-call the motion passed by vote of 5-0.**

10. A motion was made by Linda Brabant, seconded by Bob Demers to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 5-0.**

Meeting adjourned 5:45 P.M.

Minutes Approved on 8/10/15